

**Maine EMS Examination Committee Meeting  
Tuesday, December 17, 2002  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis – Chair, , K. Roderick, D. Gilman, T. Norsworthy, T. Coleman, J. LeBrun

**Absent:** R. Doughty, B. Hawkes, G. Utgard

**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:33 a.m.

- A. Introductions - None
- B. Assign Timekeeper – K. Roderick
- C. Additions/Deletions to the Agenda – Examiner Training Presentation (White)

G. Utgard and R. Hawkes notified staff that they would be unable to attend the meeting.

**2. Minutes – November 19, 2002, meeting minutes - review for acceptance**

The minutes of the November 19, 2002, meeting minutes were reviewed

***Motion: To accept the minutes of the November 19, 2002, meeting. (Gilman;Coleman - motion carries).***

**3. Old Business**

**A. Exam Administration Manual (EAM)**

The Committee discussed the issue of weapons at a state exam (e.g. firearms and knives) that candidates may have in their possession for any reason at an exam site. Discussed was the whether weapons should be allowed at all such as when a law enforcement officer arrives at a practical exam wearing a firearm or when a candidate has a hunting knife attached to his or her belt.

Discussion included questions as to why an individual would need any type of weapon at an exam. Police officers who wish to take the exam must ensure they have made arrangements to be off-duty at the time of the exam, thereby negating the need to carry a weapon. There is no reason for a candidate to wear a hunting knife into a state exam.



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
16 EDISON DRIVE  
AUGUSTA, MAINE  
04330

MICHAEL F. KELLY COMMISSIONER

ANGUS S. KING, JR.  
GOVERNOR

***Motion: That no weapons be allowed in any Maine EMS written or practical exam;  
that advanced notice of this prohibition be communicated to all potential exam***

MAJOR  
DEPUTY

*candidates, examiners and programmed patients; and that the Exam Proctor or Exam Administrator has the authority to dismiss a person from the exam should that person fail to comply after being warned by the Proctor or Administrator (Gilman; Roderick – motion carries).*

The committee then reviewed the revised trauma and medical scenarios created by G. Utgard and made changes. D. White will incorporate the changes and format the document for consistency.

The committee next discussed the timeline for the new manual. D. White indicated his intent to have it finished by the February 2003 meeting. Members requested a copy for review, which will be provided to them on CD-Rom. This review will occur prior to the manual being placed on the Maine EMS website.

**B. SMTTC Comparison of Intermediate Exams** – Tabled by request of R. Hawkes.

#### **4. New Business/ Additions to the Agenda – Examiner Training Presentation (White)**

White reported that Bill Zito, Mid-Coast EMS Regional Coordinator had created a Power Point presentation about examiner training. Copies of the presentation will be made available to committee members and regional offices. The examiner training program was conducted by B. Zito and D. White on December 11, 2002 at the Mid-Coast EMS office.

The committee then viewed the presentation and made suggestions, including:

- Add graphics/visuals in order to break up the presentation.
- Making it available to regions for their own use (i.e. regions may modify the program to best accommodate its specific needs).

Overall the committee felt that the presentation provided a good base on which to develop the examiner training program and commended Bill Zito for his work on the project.

#### **5. Next Meeting**

**The next meeting will be held on an as needed basis. Staff will consult with the chair to determine if a January meeting is warranted.**

**A. Set Agenda - Next agenda to include:** Exam Administration Manual

**6. Adjournment** - The meeting was adjourned at 11:47 p.m.

Respectfully submitted,



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MICHAEL F. KELLY COMMISSIONER

Drexell White  
GOVERNOR

JAY BRADSHAW  
DIRECTOR